

**APPROVED MINUTES OF THE OCTOBER 24, 2016 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 8

Attending: SBC Members

John Pellegrin, Tracey Wood, Ed Reniker, Cyrus Sobhani, Elizabeth Novak, Eva Freund, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Jason Im, Art Quintana

The meeting was called to order at 7:01 p.m. by Chairman Wood

Minutes from the August 22, 2016 meeting were approved unanimously

Committee Reports

Communications

- Commissioner Reniker shared the results of the survey handed out during the Vendor Forum at the Small Business Commission table
- The Communications committee intends to explore more in depth questions in the future on what the obstacles to business are and will welcome suggestions on future questions from the SBC
- Action Items:
 - SBC to send potential future survey questions to Commissioner Reniker

Community Business Partnership

- Commissioner Pellegrin reported that the physical location of the Community Business Partnership will be moving
- Action Item:
 - Commissioner Pellegrin to announce the future location of the Community Business Partnership

Economic Advisory Council – No report

Education and Outreach – No report

Executive

- Commissioner Wood shared an update on the nominations received for the Bea Malone Small Business Award – Nominations will be accepted and candidates will be reviewed by the March 31 deadline

- Action Items:
 - DPMM to post the award nomination form on the SBC and Vendor Forum websites
 - DPMM to brainstorm with the Office of Public Affairs on publicizing the award

Legislative and Policy

- Commissioner Sobhani shared a summary of the October 2016 newsletter
- Action Item:
 - DPMM to update the committees page with the October 2016 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

Media Productions

- Channel 16 has been airing material collected and produced about the Small Business Commission Vendor Forum
- Commissioner Pellegrin reported that he has been interviewed for Stepping Stones and will schedule another recording session before the end of the year
- Commissioner Wood will be interviewed on October 31 for Stepping Stones on topics covering entrepreneurship in Fairfax County – federal contracting at Fort Belvoir and craftsmen business at the Workhouse Arts Center
- A Community Business Partnership committee member will be sought for an interview about the Community Business Partnership

Office of Emergency Management – No report

Ombuds – No report

Strategic Planning

- Commissioner Reniker shared a draft of the Strategic Plan document presenting actionable items for the SBC to impact the small business community
- Feedback from the SBC is encouraged upon reviewing the Strategic Plan
- Action Items:
 - DPMM to distribute electronic copies of the Strategic Plan

Transparency

- The Transparency Committee has discussed the feedback received from commissioners' meetings with District Supervisors and will move forward with specific action items
- DPMM will work with targeted non-reporting departments to discover what supplier diversity related data is currently being collected and available to use
- Action Items:
 - DPMM to meet with non-reporting departments and report by the January meeting what will be needed to collect supplier business classification data

Vendor Comments Board – No report

Vendor Forum

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- A recap and review of the Vendor Forum held on 10/6 was conducted
 - A lack of parking was a major issue due to dramatically increased attendance and the parking lot used by the Farmers Market – Fastran shuttles may be a potential solution for 2017 as well as coordination with the Farmers Market
 - The healthier options (apples and bananas) available at breakfast were well received and tangerines were suggested to be included in 2017
 - Audio recording of the workshop sessions was suggested as a method of supplementing the education portion of the Vendor Forum
 - The plenary session speaker, Sylvia Henderson, received good feedback and reviews from guests and the SBC
- Commissioner Freund inquired on the availability of a designated space for vendors to provide capability statements to DPMM – DPMM advised that the Vendor Internet Portal is the best place for vendors to do so
- Commissioner Freund shared statistics provided by the SBC table survey including the fact that 50% of guests heard about the Vendor Forum via direct email and 33% from the County website
- Commissioner Pellegrin shared success stories from two businesses that benefitted directly from attending the Vendor Forum
- Action Items:
 - DPMM to send Channel 16 YouTube link to the SBC
 - DPMM to send the link to the Vendor Internet Portal to the SBC
 - DPMM to send workshop survey statistics to Commissioner Powell for distribution to each presenter
 - Commissioner Pellegrin to email the names of the businesses with success stories from the Vendor Forum

Old Business

- No old business

New Business

- Commissioner Wood will find a venue and make reservations for the SBC holiday party to commence at the end of the December 5, 2016 meeting of the SBC
- Ms. Muse advised that nominations for the Chair and Vice-Chair of the SBC be received by the 12/5 meeting
 - Commissioner Wood received nominations anonymously at the conclusion of the meeting and will ask each nominee to accept their nominations prior to the 12/5 meeting

Staff Report – No report

Announcements – No announcements

Action Items

- **SBC** to send potential future survey questions to Commissioner Reniker
- **Commissioner Pellegrin** to announce the future location of the Community Business Partnership

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- **Commissioner Pellegrin** to email the names of the businesses with success stories from the Vendor Forum
- **DPMM** to post the award nomination form on the SBC and Vendor Forum websites
- **DPMM** to brainstorm with the Office of Public Affairs on publicizing the award
- **DPMM** to update the committees page with the October 2016 newsletter
(<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)
- **DPMM** to distribute electronic copies of the Strategic Plan
- **DPMM** to send Channel 16 YouTube link to the SBC
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Adjournment – Chairman Wood adjourned the meeting at 8:43 p.m.